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ABSTRACT

This formal statement presents the principal objectives of the university, the goals of the library and nine specific objectives which define them, and more detailed descriptions of the policies which form a complex body of interrelated regulations designed to accomplish the library's critical objectives. (FM)

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UNIVERSITY OF WATERLOO LIBRARY

STATEMENT OF GOALS AND OBJECTIVES

JULY 1980

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UNIVERSITY OF WATERLOO LIBRARY:
STATEMENT OF GOALS AND OBJECTIVES
July 1980

THE UNIVERSITY'S GOAL AND OBJECTIVES¹

The goal of the University of Waterloo is to serve mankind, and particularly Ontario and Canada, as a distinctive University of the highest quality through the contributions of its graduates to society, and through the generation, dissemination and application of knowledge in selected fields. The particular role which the University has assumed in the Ontario university system is defined by that goal and by seven specific objectives:

The principal objective of the University is:

1. To engage in teaching and research in the fields dealt with by the faculties of Arts, Engineering, Environmental Studies, Human Kinetics and Leisure Studies, Mathematics and Science, with commitment to maintain and support excellence in these fields and, as part of these tasks:
 - a) To offer professional programmes, soundly based on fundamental knowledge and emphasizing problem-solving, which combine an expertise in the profession with a broad and critical appreciation of its goals and methods, and with a broad understanding of the workings of Canadian society.
 - b) To offer programmes of specialist education in both traditional and emerging disciplines, which combine rigorous study in the discipline with a broad and critical appreciation of the place of the discipline in the field of human knowledge, and of its role in the Canadian context.
 - c) To offer programmes of general education in the humanistic and scientific traditions, fostering critical capacities and developing an awareness of the cultural, natural, social, and technological environment of Canada.

¹ Senate Long Range Planning Committee, Report to Senate - December 18, 1978. Approved by the Senate September 1979 and the Board of Governors October 1979.

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The additional objectives of the University of Waterloo are:

2. To foster the intellectual and social development of its students, encouraging them to develop the capacity for functioning as useful and enlightened individuals in an evolving Canadian society in a rapidly changing world.
3. To maintain an active institutional role in promoting the employability of graduates from all its programmes, and to extend the Co-operative Education format to all the academic programmes in which it is feasible.
4. To promote scholarship directed at current issues from a strong basis in the relevant disciplines.
5. To make University teaching as widely available as possible to mature students, to students remote from the campus, and to special student populations.
6. To expand, and increase the rate of, the application of research results, discoveries, and inventions for the benefit of Canada's society by encouraging and facilitating the transfer of new technology and of the results of evaluative scholarship, to industry, government, and the public.
7. To preserve resources for innovation even in times of financial stringency.

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THE LIBRARY'S GOALS AND OBJECTIVES

In support of the goal and objectives of the University of Waterloo, the goals of the Library are to provide access to information and recorded knowledge appropriate to the present and future needs of the academic community and to the university at large, and to facilitate the use of these resources.

This goal is defined by nine specific objectives. They are:

1. To select and acquire as economically and as expeditiously as possible materials which are pertinent to the University's present and future teaching and research programs.
2. To organize and administer the resulting collections so that any member of the University may have access to them.
3. To plan for and administer suitable accommodation for collections and related furnishings and equipment, so that members of the University may use them effectively.
4. To preserve and protect the collections for the benefit of future users.
5. To provide and administer services to assist Library users to discover and make use of information pertinent to their needs, whether this information is available inside or outside the Library.
6. To foster and maintain effective working relationships between the University Library and other University departments.
7. To foster and maintain effective working relationships with the research community, and particularly with other libraries, in accordance with common goals and objectives.

8. To foster and maintain effective working relationships within the Library.
9. To continue to develop effective methods of allocating and administering available library resources (human, financial, bibliographic, physical, technological).

LIBRARY POLICY

The University Library is governed by policies which define and interpret these objectives. Many of these policies are policies of the University of Waterloo; some arise from recommendations made by the Senate Library Committee and other bodies within the University, and some are derived from national and international standards and agreements, accepted library practice, and simple expediency.

Library policies are interpreted and applied in minutes and memoranda, operating instructions and procedures manuals. They evolve continually and form a complex corpus of inter-related regulations. The purpose of this document is to present the principal policies integral to the successful accomplishment of the Library's critical objectives.

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1. To select and acquire as economically and as expeditiously as possible materials which are pertinent to the University's present and future teaching and research programs.

- a) The Library is selective in the materials it acquires.
- b) The Library is responsible for ensuring the systematic selection of material, making appropriate use of specialised knowledge both within the Library and in the teaching departments.
- c) Selection is regulated by Collection Development Policy Statements prepared and maintained through the co-operative effort of the Library and University academic departments. Each statement is approved by the appropriate Dean, Departmental Chairman, Faculty Library Representative, and Collection Development Librarian.
- d) The Library acquires materials by the most efficient means possible. Acquisition may be accomplished by direct purchase, photoduplication, solicitation or acceptance of gifts, or exchange.
- e) Cooperative acquisition, such as that accomplished through regional cooperation or through the Center for Research Libraries, is substituted for local acquisition whenever it offers an acceptable and less expensive alternative.
- f) The Library does not provide copies of textbooks which students are expected to buy.
- g) Only one copy of each work is acquired, unless there is clear need for additional copies. The Library, in consultation with teaching departments, may acquire material in duplicate copies if:
 - i) The Library has notice that a class will be expected to use a particular work as collateral reading, but not as a textbook. Multiple copies, up to a maximum of one copy for each twenty students in the class, may be provided.
 - ii) Reader convenience and interdisciplinary usage requires that a work be made available in multiple locations.
- h) The Library is the authorized purchasing agent for library material. (q.v. University Procedure General #18).

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- i) Current publications are given highest budget priority and are acquired systematically because they represent the latest state of knowledge, and because acquisition costs are minimized by acquiring material immediately after it is published.
- j) Secondhand and out-of-print material is acquired as the book budget permits.
- k) The Library acquires information in all its printed forms such as books, journals, microforms and maps.
- l) Personnel, physical, and financial constraints prevent the Library from acquiring recorded thought and information in all its forms. Examples of media which are excluded are: motion picture films, filmstrips, slides, physical specimens, artifacts, artistic creations or other museum objects except as they may be described in print.
- m) The purchase and administration of "teaching aids" such as motion picture films, slides, videotapes, computer tapes and other non-print media is the concern of the individual teaching departments. It is Library policy to acquire selectively and administer sound recordings when it can be clearly demonstrated that they support course work.
- n) Material purchased with funds administered by the Audio/Visual Centre will be incorporated into the inventory of the Centre, and responsibility for its care and accounting for its use rests with the Centre. Material purchased in this way will be entered in the appropriate catalogue of the University Library.
- o) Out of respect for the academic freedom of faculty and students, the Library will continue to acquire material without regard to whether or not its content is controversial (see University of Waterloo Policy #25).
- p) The Library's collections reflect the specialities and emphases of the University's academic programs, and in addition provide a broad background of bibliography and general information covering all fields of knowledge. The Library does not attempt to acquire rare or special materials for their own sake but only insofar as they support a University program.
- q) The Library does not acquire materials which are of interest to a particular faculty or staff member or

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student but are unrelated to any of the University's academic programs.

- r) A limited number of items of general cultural interest may be acquired, as funds permit.
- s) The Library does not provide undergraduate collections in support of courses offered exclusively by the federated and affiliated Colleges.
- t) The Library provides support within the resources available for any courses and programs which are being planned and have Senate approval. For indications of future plans and approval, the Librarian will consult the President, Vice-President Academic, Deans, Directors and Chairmen of Departments.
- u) Before any new graduate program is begun, it is evaluated by the Ontario Council of Graduate Studies (OCGS) cooperative appraisal procedure which includes an appraisal by the Library of the collection's strengths and weaknesses in the subject in question.
- v) Before any new course or program requiring library resources is introduced at any level, the Library should assess the effect of that course or program on Library budgets.
- w) The Library maintains strengths in all its existing collections, even where academic programs may be temporarily inactive, unless the University drops a program permanently, and obtains a release from any resource-sharing commitment with other institutions.

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2. To organize and administer the resulting collections so that any member of the University may have access to them.

- a) Every item in the collection is assigned to a unique location to facilitate retrieval.
- b) Whenever it is economically justifiable, the Library uses nationally tested and approved classification schemes, and data prepared by authoritative bodies, in accordance with international standards, to organize and catalogue its collections.
- c) The University Library maintains a union catalogue of its holdings arranged by author, title and subject. Subsets of the union catalogue are provided in the E.M.S. Library, the University Map Library, and the Architecture and Optometry Reading Rooms.
- d) Special catalogues are provided for government publications, maps, University of Waterloo theses, and other materials designated by the University Librarian.
- e) All Library collections in the University are centrally housed, subject to legitimate special needs for decentralization.
- f) The University Library directly administers the collections it houses, subject to the conditions of University Of Waterloo Policies 25 and 57, and other regulations as may be approved from time to time.
- g) The Library is organized in two divisional libraries: Arts, and Engineering, Mathematics and Science (E.M.S.), one branch: University Map Library, and two reading rooms: Architecture and Optometry. Branch libraries and reading rooms are subject to regulations established under University of Waterloo Policy #25.
- h) The "members of the University" to whom access to the Library's collections is provided are all full-time or part-time students registered in courses and programs in the University or any of its federated or affiliated institutions, visiting professors and post-doctoral fellows, and members of the faculty and staff at the University of Waterloo.
- i) Borrowing privileges are assigned and administered under the terms of University Of Waterloo Policy # 57.

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- j) The level of access to the various categories of library material depends on its rarity, cost and physical characteristics. For example, material located in the Doris Lewis Rare Book Room may be used only under direct supervision.
- k) Offences against Library regulations are regarded as offences against the University and treated accordingly.
- l) The Library does not provide for the needs of students of the correspondence program except insofar as they can visit the University of Waterloo Library, or as covered by m) below. The Library will, however, provide introduction to libraries in a student's own geographic area.
- m) Library materials are not mailed to any member of the University unless recognized interlibrary loan facilities are unavailable.

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3. To plan for and administer suitable space for the accommodation of collections and related furnishing and equipment, so that members of the University may use them effectively.

- a) The Library strives to provide study space to accommodate 25% of the full-time undergraduate enrolment in the Faculties of Arts, Environmental Studies, and Human Kinetics and Leisure Studies, in the Arts Divisional Library and the University Map Library; and approximately 10% of the full-time undergraduate enrolment in the Faculties of Engineering, Mathematics, and Science in the E.M.S. Divisional Library.
- b) The Library responds to user needs by varying hours of opening and service as appropriate.
- c) Any proposal to add space for the accommodation of library materials within the University is reviewed by the University Librarian prior to its approval.
- d) The maintenance, protection and repair of all space within the Library is the responsibility of the University Plant Operations Department.
- e) The University Library has authority and responsibility for the supervision and security of all space which it administers.
- f) Selection and design of equipment for the Library are subject to scrutiny by appropriate sections of the Physical Planning Department and/or the Purchasing Department.
- g) Members of the University, as defined in 2h above, have first claim to space, equipment, and services provided by the Library.

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4. To preserve and protect the collections for the benefit of future users.

- a) The Library preserves its collections as well as possible, and as far as is consistent with reasonable needs for access by users.
- b) Wherever possible and advisable, the Library replaces lost books.
- c) The Library prolongs the life of the collection as far as possible by programs of binding, repair and restoration, and by providing adequate atmospheric conditions and protection from fire, water, insects, mould and other hazards.
- d) The Library will make provision for retaining and preserving those portions of its collections which will be required by users for the foreseeable future.

5. To provide and administer services to assist library users to discover and make use of information pertinent to their needs, whether this information is available inside or outside the library.

- a) The Library offers orientation programs for students, faculty, and teaching staff, and publishes guides, leaflets, and bulletins to help them make effective use of the Library.
- b) The Library maintains a program of advertising its services to the University community.
- c) The Library maintains specialized reference services to assist users in their search for information.
- d) The Library maintains lending services to facilitate use of the collections.
- e) The Graphic Services Department maintains photocopying equipment for the use of library patrons.
- f) Through an inter-library loan service, users of the Library may obtain material located for them in other libraries. This service is subject to limitations enforced by international agreements (ILL Code).
- g) The Library cooperates with other Ontario and Quebec academic libraries in the Inter-University Borrowing program through which graduate students, faculty and staff members of the University of Waterloo may borrow directly from any of 15 provincially funded universities in Ontario and the 7 universities in Quebec participating in the program. By common agreement, this service has limitations.
- h) From time to time the Library may make special reciprocal borrowing agreements with other academic libraries. Such agreements provide direct on-site borrowing of designated library material for undergraduates, graduate students, staff and faculty. Currently agreements are in effect with Wilfrid Laurier University and the University of Guelph.

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6. To foster and maintain effective relationships between the University Library and other University departments.

- a) The University Librarian maintains various lines of communication and establishes various working arrangements through formal standing committees, task forces designated by the University Librarian, and a clearly defined organizational and administrative structure and a corresponding assignment of responsibilities. (University of Waterloo Organization Chart #15).
- b) The University Librarian is responsible to the Director of Academic Services for preparing and administering the annual budget of the University Library. He/she prepares for the President an annual report of all expenditures and significant developments in the Library.
- c) The University Library Budget is expended through the Financial Services Office. The University Librarian is responsible for keeping expenditures within the limits of the budget.
- d) The University Librarian is advised by a Senate Library Committee, that is appointed by Senate from among students and teaching staff and is responsible to the Senate. (See terms of reference of Senate Library Committee, approved at the September 17, 1973 meeting of Senate, and amended in 1976).

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7. To foster and maintain effective working relationships with the research community, particularly with other libraries, in accordance with common goals and objectives.

- a) The University Librarian and the Library staff are active in the work of committees and organizations pertinent to their work.
- b) The Library contributes to the National Union Catalogue and to other union catalogues and joint projects that benefit the academic community at the University of Waterloo.
- c) The University Library makes its collections available, by appropriate means, to other libraries, subject to the prior claims of University members.
- d) The University Librarian participates, on behalf of the University, in the Ontario Council of University Libraries and enters into such joint ventures as the Inter-University Transit System, Inter-University Borrowing and the Cooperative Union Serials System (CUSS).
- e) The University is a full corporate member of the Center for Research Libraries and a full member of the Canadian Association of Research Libraries.

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8. To foster and maintain effective working relationships within the Library.

- a) Within the scope of University policy, the Library develops and administers personnel policies which are particularly applicable to its staff and functional requirements.
- b) Specific accountabilities for all positions are developed, defined, distributed and made known through job descriptions and procedures manuals, reviewed and reinforced by regular systematic performance reviews.
- c) The Library Executive Committee, divisional, departmental, and interdepartmental committees, task groups and other ad hoc committees provide for problem solving and information gathering at all levels within the system. These various lines of communication establish and maintain working arrangements having to do with collections, records and services.
- d) The University Librarian is responsible for selecting, organizing, and directing the staff which is paid through the annual budget of the University Library, subject to the personnel policies for University staff.
- e) The salary scales for all Library staff are set at the same time and in the same manner as scales for other University staff in the same salary grades, on the basis of recommendations from the President's Advisory Committee on Staff Compensation.
- f) Library staff may accept part-time teaching appointments at the University of Waterloo subject to the regulations established under University of Waterloo Policies 47 and 53.
- g) Librarians may apply for research grants through the University's Office of Research Administration.
- h) Persons hired as professional staff will have the equivalent of at least a Bachelor's degree, plus professional qualification or equivalent experience.
- i) Staff are encouraged to improve their knowledge and competence through committee work, formal and informal study, and other pertinent means. The provisions of University of Waterloo Policy #55 "Study Leave for Staff Members" apply.

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9. To continue to develop effective methods of allocating and administering available library resources (human, financial, bibliographic, physical, technological).

- a) User needs are identified through a continuing program of observation, consultation and study.
- b) Library programs and services are defined through experience, experimentation and applied research, and resources allocated as available.
- c) The efficiency and effectiveness of library programs and services are monitored and evaluated in the preparation of annual budget submissions, and through statistical analysis and management information systems.
- d) Unspent funds for library acquisitions carry forward to enable the Library to maintain continuity in purchasing and to meet its commitments.

These objectives and policies shall be reviewed from time to time and may be revised with the approval of the Library Executive Committee and the President of the University.

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